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Meeting Minutes

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**Council of Academic Deans
CAD Minutes
March 16, 2016
1:30 p.m.**

Voting Members Present: Eric Reed, Cheryl Stevens, Janet Applin (for Sam Evans), Connie Foster, Jeff Katz, Merrall Price (for Dennis George), Neale Chumbler, and Larry Snyder.

Advisory Members Present: David Lee, Dana Bradley (for Craig Cobane), Jessica Gilland (for Ladonna Hunton), Cheryl Davis, Beth Laves, Doug McElroy, Tuesdi Helbig, Sharon Hunter (for Brian Meredith), and Amber Scott Belt.

Guests Present: March Archambault, Jill Blythe, Gina Huff, and Chris Vincent

I. Approval of February 24, 2016 Minutes

Dean Katz made a motion, seconded by Dean Foster, to approve the minutes from the February 24, 2015 CAD Meeting. The motion passed without dissent.

II. Information Items:

A. WKU Course Definitions Follow-up (tabled until April 6th)

III. Discussion Items:

A. Development Endowment Report

Marc Archambault applauded current development initiatives. He commented briefly on the efforts of Development and Alumni Relations to develop new tools which will better outline how donor funds are benefiting the University. Jill Blythe shared with deans and guests a list of current endowments, an example of the new WKU Foundation letter with sample report that will be sent to donors, and a proposed timeline for processing these reports.

Mrs. Blythe requested that deans appoint a representative from each of their respective colleges to serve as a liaison between the college and Development & Alumni Relations. Ms. Blythe further explained the logic behind the proposed *2016 WKU Foundation Endowment Report Process Timeline*.

Marc Archambault indicated that his office is also developing more advanced reporting options to include changes in endowments so that faculty and staff will know if there have been any changes that may impact budgetary decisions, and improvements in expense reporting so that the information is much more user friendly.

B. New Visual Analytics Systems Demo – Replacing IR-DSS

Dr. Tuesdi Helbig demonstrated the new IR Visual Analytics (VA). The IR-DSS will be completely phased out as of March 31, 2016. Dr. Helbig also indicated that her office would be providing demos for department heads/chairs. Deans and directors were asked to complete the appropriate forms for access to the new system, and to send Dr. Helbig an e-mail listing other individuals who should have access within their respective areas.

C. Platinum Analytics Dashboard Demo

Dr. Doug McElroy demonstrated the Platinum Analytics Dashboard which is an analytical tool that works in concert with Astra Schedule to provide data on-demand for assisting colleges in developing more effective and efficient class schedules. The system will provide data concerning courses, student participation, student needs (based on ICAP), and locations. Dr. McElroy believes that this new system will assist WKU in moving away from solely using historical data to determine the best number of courses, sections, and seats to offer in coming semesters/terms. Dr. McElroy will meet with associate deans in the near future to further advance the conversation on how this data may be appropriately used.

D. Policy 1.2091/2.2091 Faculty Workload and Compensation

Dr. Cheryl Davis provided additional information about the recommended changes to Policy 1.2091/2.2091 *Faculty Workload and Compensation* as continued from the previous CAD Meeting. After some discussion Dr. Davis agreed to make some additional amendments. Discussion was tabled for March 23rd.

E. Continuance Process

Provost Lee shared the Faculty Handbook Committee recommendation for substantive changes to the continuance process as outlined in the Faculty Handbook. The recommendation was brought before the Senate Executive Committee on March 7th and will be brought before the University Senate on March 17th.

Respectfully Submitted,

Amber Scott Belt